

## 

## How to Part-pay an Invoice

## Overview

Invoices which need to be part paid can be entered as a Multiple Dissection Invoice.

This allows for the invoice data to be saved for the total invoice and paid by instalment.

A separate dissection is entered for each payment instalment.

## Accounting > Enter Creditor Invoices, Multiple Dissection.

- 1. Enter the full amount in Invoice Total.
- 2. Enter the first instalment amount as the first dissection and set Invoice Status to PAY.
- 3. Save the dissection.
- 4. Process remaining dissections and select HOLD status where required. This will ensure that only the instalment(s) to be paid now will be included in the next payment run.
- When the dissection amounts equal the Invoice Total the Process and Save button will be active to save the invoice.

Creditor Invoices - Multiple Dissection					
Strata Flam 4444 Chandos Towes     Street Name or Body Corporate Name.     Strata Flam 4444 Chandos Towes     Street Name or Body Corporate Name.     Strata Flam 4444 Chandos Towes     Strata Street     Strata Street     Strata Street     Street Name     Street     Stre	were printed on 03/06/2017. wmers to pay for connection * were emailed on 03/06/2017.		^		
Multiple entry to:	Account	Description	Amou	nt GST	Status Grou
Creditor BETTA Betta Slide Doors & Windows 💌 🗅 🥒	164600 Maint Bldg-Doors &	Instalment 1 - Window loc	ks 5,000.	00 454.55	Pay None
BN: GST Registered Pay by: Direct Entry	164600 Maint Bidg-Doors &	Instalment 2	5,000.	00 454.55	On Hold None
voice total \$10,000.00 Invoice no. 556 Date due 14/09/2017 ♥▼ Transaction date 14/09/2017 ♥▼ Work Order (optional)					
woice total         \$10,000.00         Invoice no.         556           Date due [14/09/2017]         Transaction date         14/09/2017         Image: Comparison of the image: Comparison of	٢		Total due:	\$10,000.00	
woice total \$10,000,00 Invoice no. 556 Date due 14/09/2017 Work Order (optional) Annount limit \$0,00 Already invoiced \$0,00	٢	Plan Number: 4 Address: Chan	Total due: 444 fos Towers, 1 C	\$10,000.00 Chandos Street, S	T LEONARDS
voice total \$10.000.00 Invoice no. 556 Date due [14/09/2017 . Transaction date [14/09/2017 . Work Drder (optional) Annount limit \$0.00 Annount limit \$0.00 Expense Account	< Show accts without budget	Plan Number: 4 Address: Chan	Total due: 444 Admin	\$10,000.00 Chandos Street, S Capital Works	T LEONARDS
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